

Department: Operations

Responsible to: Accountant

Location: Tubmanburg

Contract length: 4 months

Our vision

That every child receives one daily meal in their place of education and that all those who have more than they need, share with those who lack even the most basic things.

Our mission

To enable people to offer their money, goods, skills, time, or prayer, and through this involvement, provide the most effective help to those suffering the effects of extreme poverty in the world's poorest communities.

Our values

Confidence in the innate goodness of people – respect the dignity of every human being and family life – good stewardship of resources entrusted to us.

Job purpose

Responsible for managing accounting transactions in line with the organisation policy to ensure accountability. The Accounting Officer will be responsible for processing payments, filing and maintaining the suppliers handling cash

Key activities

Accounting functions:

- Receive and review supporting documents to ensure completeness before payment.
- Ensure that documents and signatures are valid and in line with scheme of delegation, organisational policies and local statutory requirements
- Prepare payment vouchers
- Ensure timely payment of invoices from suppliers and contractors within 5 working days of receipt.
- Timely preparation of accurate bank reconciliations
- Reconcile suppliers' statement
- Support in the preparation of budgets

Record Management

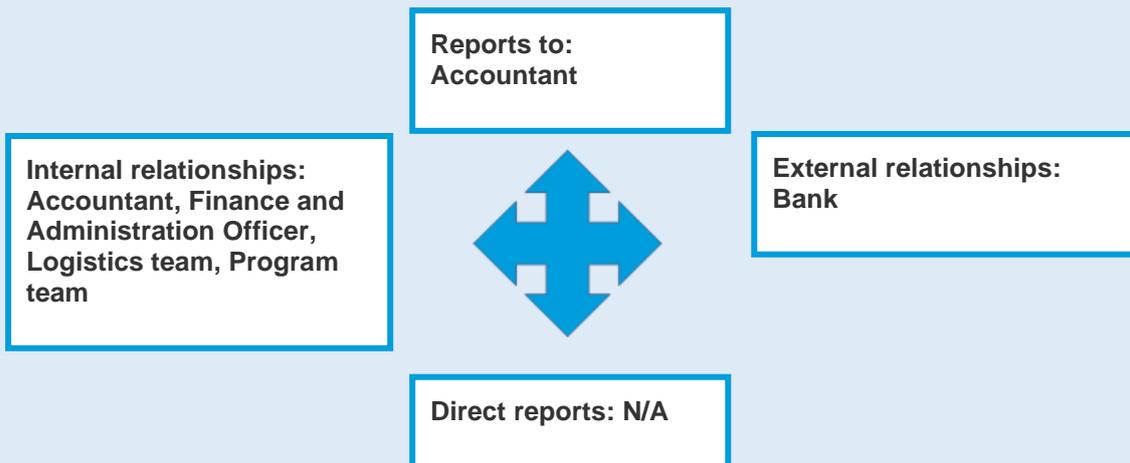
- Ensuring that financial transactions and other documents are filed correctly and timely and are easily accessible.
- Compile year end file for external audit

Other

- Provide any other financial information, as requested, and respond to any other financial queries.

- Any other ad hoc duties as required

Key relationships



Qualifications, skills and experience	Essential	Desirable
<ul style="list-style-type: none"> Diploma in finance or related field. Those study for professional qualification have an added advantage 	✓	
<ul style="list-style-type: none"> Minimum 2 years' experience in a similar role with NGO 	✓	
<ul style="list-style-type: none"> Computer literate with working knowledge of Microsoft excel, word and outlook packages. 	✓	
<ul style="list-style-type: none"> Working knowledge of SAGE or other accounting package. 	✓	
<ul style="list-style-type: none"> Organised and efficient worker 	✓	
<ul style="list-style-type: none"> Ability to work under pressure and to meet deadlines 	✓	
<ul style="list-style-type: none"> Working knowledge of stock management 		✓

Mary's Meals International team member competencies

All Mary's Meals International employees approach their role in line with the 7S competency model.

Self	<ul style="list-style-type: none"> • I demonstrate resilience • I lead by example • I'm authentic and true to Mary's Meals values • I develop myself and set stretching goals
Service	<ul style="list-style-type: none"> • I have a vocational attitude to my work • I inspire hope in others • I build belief that even difficult challenges can be solved • I am committed to serving and enabling all who want to be part of the global movement • I work to ensure our future will be even better than our past
Simplicity	<ul style="list-style-type: none"> • I communicate effectively • I follow clear decision making criteria • I create plans that are easy to follow and contribute to organisational goals • I embrace inclusivity and diversity • I focus on delivering results
Stewardship	<ul style="list-style-type: none"> • I pay attention to the things that matter – (a) our physical resources; (b) our people • I nurture, develop and respect our relationships with external stakeholders • I deliver on my promises • I am happy to be held accountable and to hold others to account
Strategy	<ul style="list-style-type: none"> • I have a point of view about the future • I know our stakeholders and see our priorities clearly • I help others to work in ways that have the greatest impact • I work to deliver my objectives
Strengthen	<ul style="list-style-type: none"> • I contribute to a positive work environment • I help and support those around me
Success	<ul style="list-style-type: none"> • I maintain my technical competence • I contribute to the success of my team • I am accountable • I embrace change

Changes to the job description

As the organisation evolves, job descriptions may need to be reviewed and if appropriate, changed. Such changes may be initiated as necessary by the manager of this position in consultation with the employee. This job description may also be reviewed as part of preparation for the annual Personal Development Review.

To apply, please send your CV (maximum 3 pages) with details of three professional references (emails and cell numbers) and a cover letter explaining why you are interested in the role to Jobs.Liberia@marysmeals.org.

Your covering letter should make a compelling case for why you feel motivated to work for Mary's Meals Liberia in this role, as well as giving a concise overview of your most relevant skills and experience and should fill no more than two pages of A4.

As part of our commitment to safeguarding children you will be required to provide an up to date Police Clearance of good conduct (Liberian nationals) Closing date: Friday, February 14th, 2020 at 5pm. Interviews: Interview dates will be communicated to shortlisted candidates. While Mary's Meals Liberia will endeavour to contact all candidates within a reasonable time, this may not always be possible due to limited resources. Therefore, if you have not heard from us within two weeks of the closing date, you can assume that your application has, on this occasion, been unsuccessful. Mary's Meals Liberia is an equal opportunities employer. All applicants will be judged strictly on the basis of merit.

Please note: A second interview stage may be required.

Mary's Meals is an equal opportunities employer, all who meet the criteria are encouraged to apply.